



Request for Proposal

The Developmental Disabilities Council invites proposals from individuals, agencies and educational institutions under the Developmental Disabilities Council's Grant Funds in accordance with the DD Assistance and Bill of Rights Act Amendments of 2000.

RFP Number: 1209

Issue Date: January 13, 2013

Project: The Developmental Disabilities Council will provide up to **\$25,000** for a contractor to develop and implement a program to provide sensitivity training to emergency room nurses, technicians and staff in every hospital based or sponsored emergency room in Delaware (excluding urgent care centers) so they become comfortable working with patients with developmental disabilities.

Project Term: One Year

Proposal Due Date: February 18, 2013

Voluntary Bidder's Conference: January 28, 2013 at 10 a.m. in the 2nd Floor Conference Room, Margaret O'Neill Bldg, Dover, DE (See address under How to Apply)

Contractor's Scope of Services for the Project:

This RFP seeks a contractor to accomplish the following:

1. Coordinate with the DD Council's Children and Families Committee on the project.
2. Research existing curricula on sensitivity training pertaining to people with disabilities and develop or purchase an existing curriculum.
3. The curriculum must be sufficient for emergency room nurses, technicians and staff to receive CEUs. Obtain the CEU approval from the Office of Professional Regulation.
4. Coordinate with the Directors at all of Delaware's hospital based or sponsored emergency rooms (excluding urgent care centers) to provide the training.
5. Schedule and provide the training to the nurses, technicians and staff of all of Delaware's hospital based or sponsored emergency rooms (excluding urgent care centers).
6. Provide a copy of the curriculum to the Director of each hospital based or sponsored emergency room (excluding urgent care centers) so the training can be sustained in future years.
7. Report to the DD Council's Children and Families Committee on the status of the training as required.

Contractor's Administrative Requirements:

1. Submit a proposal with a detailed budget clearly specifying how you will accomplish the Contractor's Scope of Services. **Proposals must follow the format found in the Proposal Booklet under *Instructions for Application Content*** which can be found on the DD Council web site www.ddc.delaware.gov.
2. Provide consumer and stakeholder satisfaction data as specified in the contract.
3. Submit program and fiscal reports using the DD Suite System as required by the contract.
4. Provide a 40% match either in money or in-kind.

Sustainability:

Each proposal submitted to the Developmental Disabilities Council will include a plan to sustain the project upon full expense of Council funds and completion of the contract unless otherwise directed by the Council.



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PROPOSAL EVALUATION CRITERIA	PERCENT ALLOCATION	MAX POINTS
1. The proposal meets at least one objective in the State Plan.	20%	40
2. The proposal Scope of Service is clear and provides a clear plan to successfully complete the project.	10%	20
3. The proposal funding request is realistic and sufficient to successfully complete the project.	20%	40
4. The proposals time frame is sufficient to successfully complete the project.	20%	40
5. The proposals main personnel are qualified and appear capable of successfully completing the project.	10%	20
6. The proposals logistics (supplies, facilities, etc.) are realistic and sufficient to successfully complete the project.	10%	20
7. The proposal was professionally prepared and received on time.	10%	20
	- TOTAL -	- TOTAL -
	100%	200

How to Apply:

Go to the DD Council web-site at www.ddc.delaware.gov and click on Proposal Guidelines which will take you to the Preparation of Proposal Booklet or request a copy of the Proposal Booklet from the DD Council Office at 302.739.3333. When you contact us, refer to the RFP number listed above. Proposals can be e-mailed to al.rose@state.de.us; faxed to 302-739-2015 or mailed to Developmental Disabilities Council, Margaret O'Neill Bldg. 2nd Floor, 410 Federal Street, Dover, DE 19901